



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
DIVISION OF ADMINISTRATIVE AND FINANCIAL SERVICES  
SCHOOL FOOD SERVICES SECTION

**TRANSFER OF USDA DONATED FOODS BETWEEN LOCAL EDUCATION AGENCIES (LEAs)**  
THIS FORM IS FOR LEAs CONTRACTING WITH FOOD MANAGEMENT COMPANIES

LEA Name:		Agreement Number:
LEA Contact:	Phone Number:	Date:

**DIRECTIONS**

List the commodity item, the product code, and the amount for each commodity item transferred. Prepare in triplicate. Send one copy to each LEA. Send one copy to the School Food Services Section, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480 or Fax (573) 526-3897. Questions, contact: (573) 751-1706

<u>Commodity Item</u>	<u>Product Code</u>	<u>Amount</u>

Released By (Signature):
Delivered to (LEA Name and Agreement Number):
Received By (Signature):